

Commonwealth of Virginia
Department of Rehabilitative Services
EXPENSES

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Applicant: _____

Proposed Budget Dates: _____ through _____

Budget	1	2	3	4	5
	Prior Year Actual	Current Year * Estimated	Proposed Budget	Excluded and/or Unallowable	Revised Budget
Occupancy - 8400					
8401 - Rent					
8402 - Building & Building Equipment Insurance (General & Liability)					
8403 - Mortgage Interest					
8404 - Utilities					
8405 - Janitorial & Other Maintenance Services					
8406 - Real Estate & Personal Property Taxes					
8407 - Miscellaneous Occupancy Costs					
TOTAL OCCUPANCY COST - 8400					
Rental & Maintenance of Equipment - 8500					
8501 - Equipment Rental					
8502 - Equipment Maintenance					
TOTAL RENTAL & MAINTENANCE OF EQUIPMENT - 8500					
Printing & Publications - 8600					
8601 - Printing					
8602 - Subscriptions & Purchases of Periodicals & Other Publications					
8203 - Other Printing & Publications					
TOTAL PRINTING & PUBLICATIONS - 8600					
Travel - 8700					
8701 - Maintenance & Repairs - Company Vehicles					
8702 - Insurance - Company Vehicles					
8703 - Leasing Costs - Vehicles					
8704 - Auto Allowances - Employee & Volunteers on Business at 27¢ per mile					
8705 - Hotel, Meals, Commercial Fares, Incidental Expenses					
8706 - Other Travel					
TOTAL TRAVEL - 8700					
TOTAL CONFERENCES, CONVENTIONS, & MEETINGS - 8800					

*Actual expenses for the completed portion of the year-to-date plus estimated expenses for the remainder of the year.